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IN REPLY REFER TO:

12470

730000D/055

7 Jul 03

MEMORANDUM

From: Head, Human Resources Department (Code 730000D)

**ANNUAL PERFORMANCE EVALUATION APPRAISAL AND RATING FOR
GENERAL SCHEDULE (GS) AND WAGE GRADE (WG) EMPLOYEES FOR
PERFORMANCE YEAR ENDING 31 JULY 2003**

(a) NAWCWDINST 12430.1, of 21 Dec 2000

1. **Purpose.** To establish procedures to be followed under the Navy's Performance Management Program for assessments and ratings of all General Schedule (GS) and Wage Grade (WG) employees for the performance year ending 31 July 2003. This memorandum also serves as a reminder to employees and supervisors of the requirement for establishing performance plans for performance year beginning 1 August 2003.
2. **Scope.** This information applies to all Naval Air Warfare Center Weapons Division (NAWCWD) employees who are in GS or WG positions, with the exception of employees serving on a temporary appointment of less than 120 days.
3. **Background.** The DON Performance Management Program changed the Navy's performance management program to a two-level summary rating program, which appraises an employee's performance at either the "Acceptable" or "Unacceptable" level, reference (a). The performance appraisal period is from 1 August of one year through 31 July of the next year. Current procedures require that all appraisals and ratings be completed by 3 September 2003. Under this performance management system, performance awards are no longer associated with performance ratings.
4. **Procedures.** The employee's first-line supervisor is responsible for providing the employee a written rating of record within 30 days after the end of the appraisal period. The supervisor should check "Rating of Record" on the Performance Appraisal form, enclosure (1) to reference (a), and assign a summary rating. The supervisor signs and dates the form indicating that the rating of record was conducted. The employee then signs and dates the form. Supervisors may use the "Written Comments" section of the Performance Appraisal Form to acknowledge special accomplishments. NOTE: Signatures indicate only that the review has been accomplished. The signature of the reviewing official is only required in the event of an "Unacceptable" rating.

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a. Acceptable performance ratings. Performance of an employee which meets the established performance requirements(s) or standard(s) at the "Acceptable" level in all critical elements of an employee's position.

b. Unacceptable performance ratings. Performance of an employee which fails to meet the established performance standard(s) in one or more critical elements. In general terms, if an employee's performance is determined to be "Unacceptable", the supervisor must have communicated the performance deficiency and the expectations to the employee in writing. In addition, the employee must have been afforded a performance improvement period well before the rating of record meeting. The Personnel Management Advisor in the Human Resources Department must be contacted for guidance on the procedural requirements and the second level supervisor should be advised of the issues.

c. Deferred ratings. If an employee has not served for a minimum of 90 days under an approved performance plan, in the same position and under the same first level supervisor, the employee's appraisal period will be extended beyond the cycle ending date to insure the minimum 90-day appraisal period is met. At the completion of the 90 days, the procedures outlined in paragraph 4 should be followed. A copy of the completed Performance Appraisal form should be provided to Code 731000E in order to update the employee's performance rating.

d. Data files. Departments will receive a listing of all GS and WG employees based on the 30 June 2003 database during the week of 14 July. The Departments need to track movement of employees from 30 June 2003 to 31 July 2003 and incorporate these changes into the data disk(s) provided.

e. Posting of Ratings. Competencies/Departments must establish procedures to ensure performance ratings are submitted electronically to Judy Dutcher (judy.dutcher@navy.mil), (Code 732000D) by 3 September 2003.

f. Certification of Performance Ratings. Competencies/Departments must submit certification (hard copy/memo, not e-mail) that the above electronically transferred information is accurate and in compliance with statutory and regulatory requirements to Cec Cilley (Code 731000E) by 3 September 2003.

5. Grievances. Employees may raise issues relating to the performance appraisal process through the applicable negotiated grievance procedure.

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6. Employee Performance File (EPF). A copy of the completed Performance Appraisal form is given to the employee. The original is kept by the supervisor or other management official in the EPF. The EPF must contain documentation of performance ratings of record that are **four** years old or less (current plus three previous years).

7. Forms. NAWCWD 12430/3 (Rev. 4-2001), Naval Aviation System Team/NAWCWD Performance Appraisal, is available electronically on the HRD website at:
<http://www.nawcwd.navy.mil/~hrd/supvypage/supvypage.html>


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